

FY2015 SAFEPLAN RFR & Application Question + Answer

Q:

Does the intent to apply letter have to be formal, or just a note saying that we (host agency) will apply?

A:

Just a simple e-mail to kristen.tavano@state.ma.us with the sentence “We intend to apply for FY2015 SAFEPLAN funding” will be needed.

.....

Q:

If our agency services more than one county, do we need letters of support from each DA’s Office? If we serve more than one court, do we need a letter of support from each clerk/presiding justice?

A:

As stated in the RFR instructions:

Applicants must provide a minimum of two letters of support, at least one from the District Attorney’s Office in the applicant’s service area and the other either from the court clerk’s office or the presiding judge. The letters should directly address SAFEPLAN funded activities and must be written in the current year. Please refrain from using previously submitted letters.

If agency provides SAFEPLAN services in more than one service area, please submit letter of support from each DA’s Office. If multiple courts are served, all you will need to meet the minimum is a letter from one of your served courts (clerk’s office or presiding justice). If you’d like to submit more, feel free.

.....

Q:

Do you prefer one very large document with attachments, or separate e-mails?

A:

We will accept either method of submittal. You can submit the application and attachments separately – please notify kristen.tavano@state.ma.us if multiple e-mails will be sent. free.

.....

Q:

Are we allowed to use space beyond the character limits of each text box in the application?

A:

Please keep your responses within the allotted text box space – the version of the application available on MOVA’s website www.mass.gov/mova notes available text limits for each question.

.....

Q:

If our authorized signatory has not changed from FY13-FY14, can we submit a copy of the authorizing forms with our application?

A:

This application is not within a renewal year, so unfortunately even if the signatory has not changed, we will need an original form.

.....

Q:

If a letter of support was submitted to us (from a DA, court or judge) via fax or scanned PDF – will you accept this as part of the hard copy application?

A:

Yes, we will accept in that format.

.....

Q:

On the PDF application, are we to type in an individual's name or import a jpeg/image of an actual signature for the authorized signatory section?

A:

You will be typing an individual's name into the signature field. The attachment 'Contractor Authorized Signatory' is how the actual signature will be submitted.

.....

Q:

Issue submitting application using the 'submit' by e-mail button. An error message which states 'no matches found for movagrants@state.ma.us' appears.

A:

Please try using the webmail option – selected from the pop up screen when you select 'submit by e-mail', instead of the default e-mail option. If still unable to submit, please save your work and submit application as an attachment to kristen.tavano@state.ma.us (please remember to include all required attachments).

.....

Q:

Number of full-time employees will not auto-populate in the SAFEPLAN Program Staffing section of the application (page 3), nor will it allow user to enter data.

A:

Please save your application on your desktop and exit. Re-open the document by selecting from the location you just saved to. This should fix the error.

.....

Q:

The text box for 'Need for services in the proposed SAFEPLAN courts' (page 6) appears as one long line and will not print within the box.

A:

We apologize for this error. Because we are unable to edit the documents on CommPASS, please visit our website for the corrected version. www.mass.gov/mova